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Command Policy

**EXERCISE EVALUATION TEAM
PROCEDURES (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes guidelines for the Exercise Evaluation Team (EET) during 51 FW Operational Readiness and Disaster Preparedness Exercises. It implements AFD 90-2, Inspector General-The Inspection System, and AFD 32-40, Disaster Preparedness, and extends AFI 90-201/PACAFI 90-201, Inspector General Activities, and AFI 32-4001/PACAF Sup 1, Disaster Preparedness Planning and Operations. It applies to all organizations tasked under 51 FW and Osan AB contingency plans.

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SUMMARY OF REVISIONS

This revision clarifies “trusted agent” policies, provides guidance for EET continuity books, and establishes the Exercise Evaluation Team (EET) quarterly award program. A “|” indicates revised material since the last edition.

1. General. EET members are appointed by unit commanders to evaluate their respective units. Unit EET chiefs are the commander’s representative for developing exercises to achieve the unit’s learning objectives and for assessing the performance of the unit both during and after exercises.

2. Policies. All EET members are trusted agents and will have access to information regarding exercise planning. This information includes, but is not limited to, exercise start times, scenarios, specific areas for evaluation, ENDEX times, etc. Divulging such information adversely affects exercise objectives and will result in removal from the EET and possible disciplinary action. EET members are experts in their respective fields and are crucial to the evaluation process. Special training for Shelter Management, Contamination Control, and Disaster Control Group (DCG) is required for EET members tasked to evaluate those areas.

3. Composition. EET consists of qualified and experienced personnel, assembled from participating units. Unit commanders appoint EET members by letter to the 51 FW/CVI using the format in [Attachment 1](#). NOTE: All evaluators may not be required for each exercise.

3.1. Identification. EET members are identified by a yellow armband and an EET badge. They are exempt from alarm condition movement restrictions, but will not use this exemption for personal convenience. Abuse of EET privileges will result in removal from the EET team.

3.2. The 51 FW/CVI is the Chief of EET.

3.3. Commanders/staff agency chiefs will:

3.3.1. Select a sufficient number of highly qualified and experienced personnel from their organizations for EET duty. Selected personnel should have at least six months remaining at Osan. Commanders will forward an appointment letter to 51 FW/CVI after shortly after assigning someone to EET duties individual to the EET. An appointment letter for EET replacements will also be forwarded when an incumbent team member is within 30 days of DEROS. Each letter of appointment will list all team members currently assigned and will supercede all previous appointment letters. See [Attachment 1](#) for the example EET appointment letter.

3.3.2. Identify an EET chief who is responsible for all team members. Identify an alternate EET chief who is responsible for all team members in the chief's absence.

3.3.3. Ensure personnel selected for assignment to the EET are scheduled for initial training by the 51 FW/CVI.

3.4. The 51 FW/CVI will coordinate and conduct initial EET member training. Training documents will be maintained at 51 FW/CVI IAW AFI 32-4001/PACAF Sup 1.

4. Exercise Munitions Requirements:

4.1. The 51 FW/CVI will establish a munitions account with 51 MXS/LGWMO, Munitions Operations, IAW AFI 21-202 and AFI 32-4001/PACAF Sup 1 for the following items:

4.1.1. DODI C: G955, NOUN: Grenade, Smoke, M18.

4.1.2. DODI C: G930, NOUN: Grenade, Smoke, HC, AN-M8.

4.1.3. DODI C: L594, NOUN: Ground Burst Simulator.

4.1.4. DODI C: L601, NOUN: Hand Grenade Simulator.

4.2. The 51 FW/CVI will prepare an AF Form 2005, Issue/Turn-in Request, 10 days prior to any exercise requiring munitions support. The 51 FW/CVI will submit a one-year requirement forecast for these munitions annually.

5. Munitions Safety:

5.1. Only personnel trained IAW AFI 91-202 and AFMAN 91-201 will be allowed to handle, transport, and employ munitions during exercises. Leather gloves and hearing protection are required when employing ground burst simulators (GBSs).

5.2. All personnel employing exercise munitions will:

- 5.2.1. Consider the safety of all operations. Location of ground burst simulators must be planned to minimize the possibility of creating hazards or obstructions to essential operations.
- 5.2.2. Ensure 10-foot radius area is free of combustible material during use.
- 5.2.3. Ensure use is at least 50 feet from hardened facilities, hardened aircraft shelters, and earth-covered magazines.
- 5.2.4. Ensure use is at least 100 feet from any facility without facing windows, flammable storage lockers or points.
- 5.2.5. Ensure use is at least 200 feet from any person, aircraft, vehicle, POL storage areas, POL tanks or any building with facing windows.
- 5.2.6. Ensure use is at least 200 feet from explosive operating locations, above ground magazines, explosive holding areas, open storage areas, or fuel tank storage locations.
- 5.2.7. Ensure munitions residue is disposed of properly to preclude creating a Foreign Object Damage (FOD) hazard.

6. Scenario Development:

6.1. The 51 FW/CVI will:

- 6.1.1. Determine primary exercise objectives through commander inputs, applicable OPLAN and contingency plan procedures, previous exercise reports, MAJCOM special interest items, and IG findings from other bases.
- 6.1.2. Determine the basic scenario that will satisfy the objectives.
- 6.1.3. Coordinate and gain approval from the 51 FW/CV on the proposed date and time of the exercise.
- 6.1.4. Coordinate with 51 FW/SE to review scenario and script for safety concerns.
- 6.1.5. Task base units to provide casualties if required and coordinate moulage requirements with the 51 MG EET for wounds and injuries.

6.2. The EET Chiefs will:

- 6.2.1. Provide inputs for their unit's portion of the exercise. EET chiefs will receive an Excel spreadsheet on disk approximately six weeks prior to any CERE to plan unit events around airfield attacks and base events. The 51 FW/CVI will establish a deadline for inputs approximately four weeks before the CERE. EET chiefs are responsible for ensuring they return the input disk on time to the 51 FW/CVI.
- 6.2.2. Prepare exercise input cards using the format in [Attachment 2](#).
- 6.2.3. Develop and maintain detailed checklists for their respective areas of evaluation to specifically evaluate locally established procedures contained in Osan AB OPLAN 32-1, Osan Air Base Support Plan (BSP), and other local contingency plans.
- 6.2.4. Request approval of "in house" script events, which are not in scenario but provide unit training, from the 51 FW/CVI. The unit EET chief will ensure that the out-of-scenario input is kept at the lowest possible level, and the input will not be up-channeled.

6.2.5. Ensure all undetected training UXOs are picked up NLT 90 minutes after any attack. Additionally, the EET chief will ensure that all UXOs inputs are taken to the logical conclusion.

6.2.6. Attend every EET Chief meeting during exercises.

7. EET Guidelines. The specific guidelines established in 51 FWI 90-201 will be followed. Additionally, the following local guidelines apply to all 51 FW EET:

7.1. Evaluators must remain alert and should anticipate events. EET members will take immediate action to prevent injury to personnel, release of classified information, or damage to equipment. Should an accident/incident occur, the evaluator must intervene in that portion of the exercise and ensure the necessary aid is rendered.

7.2. If a recall has been initiated for a Beverly Midnight exercise, all EET chiefs will report to the primary work center (Officers Club Ballroom) for an initial EET briefing. This briefing will begin hour and 30 minutes after the recall, or as specified by 51 FW/CVI.

7.3. Normally, an EET Hotwash will occur after ENDEX. Each unit EET chief will attend the Hotwash to review strengths, findings, areas for improvement, and observations.

7.4. Each EET chief will maintain an EET continuity book for his or her functional area. This book will contain applicable instructions and handbooks provided by 51 FW/CVI. Additional information may be added by team chiefs to ensure continuity in their functional area. Prior to and following each exercise, continuity books will be reviewed and updated with current guidance and lessons learned.

8. EET Quarterly Award Program. The EET quarterly award program is designed to recognize outstanding EET members in the senior NCO and NCO categories. Each quarter, 51 FW/CV will select a senior NCO and NCO who made the greatest contributions to the 51 FW exercise/evaluation program as well as their unit exercise program.

8.1. Nomination. Commanders/staff agency chiefs will nominate senior NCOs and NCOs for selection as past quarter's EET Senior NCO and NCO of the quarter. Format for nominations is at the commander's/staff agency chief's discretion, but nominations should contain bullets pertaining to the nominee's mission impact and duty performance as an exercise evaluator. Forward nominations for the previous quarter to 51 FW/CVI no later than the 15th day of January, April, July and October.

8.2. Selection. 51 FW/CVI will consolidate all submitted nominations and add its on recommendation based on unit-specific contributions as well as contributions to the overall exercise and evaluation program. Nominations will be forwarded to 51 FW/CV for final selection.

8.3. Announcement. 51 FW/CVI will coordinate presentation of the quarterly awards to ensure proper recognition of individual accomplishments.

JOHN J. LAUTEN, Colonel, USAF
Vice Commander

Attachment 1

SAMPLE EET APPOINTMENT LETTER

(ORGANIZATIONAL LETTERHEAD)

Date:

MEMORANDUM FOR 51 FW/CVI

FROM: Organization CC

SUBJECT: Appointment of Exercise Evaluation Team (EET) Chief and Members.

1. The following personnel are appointed to the EET for this unit:

Name:

Rank:

DEROS:

Phone:

SSN:

AFSC:

Clearance:

Line Badge #:

Team Chief:

Asst Chief:

2. This letter supersedes the letter dated _____, same subject.

(Signature Block of Unit Commander)

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Attachment 2**51 FW EXERCISE INPUT CARD**

Situation:

Event #:

Given to:

Presented by:

Date and time:

This is an exercise input. Do not take any actions until you fully understand the input. Take all appropriate actions using established procedures. If you need assistance from other 51 FW agencies, ask for it and expect support. Do not simulate actions unless prior approval is given by EET. Do not compromise safety or expend critical or high-value resources. Begin and end all communications related to this input with “THIS IS AN EXERCISE.”